

Share the Vision...

COMMITMENT



CHALLENGE



OPPORTUNITY



ACCOMPLISHMENT



Create the Future!

**Student
Assistant**



The Opportunity



The Employment Development Department's (EDD) Student Assistant Program offers a unique opportunity for students who wish to gain on-the-job experience in a government setting. A variety of positions exist throughout the State.

As a Student Assistant, you will perform administrative, technical, and research duties that will allow you to gain practical experience and learn about program policies and procedures. Your duties will fall under either of two categories:

- **General** - Assignments may include general administrative or technical duties that may or may not be directly related to your academic education.
- **Research** - Assignments may be directly related to your field of study and career goals. Typical duties include research and analysis of EDD programs and policies.

The Department offers positions in a variety of fields including accounting, administration, communication, information technology, human resources, marketing, and more.

The Rewards

College students are busy people, and they make great employees when given the flexibility to work around their studies and class schedules. At EDD, we value the need to balance school and work; with this in mind, we created the Student Assistant Program. The program offers:

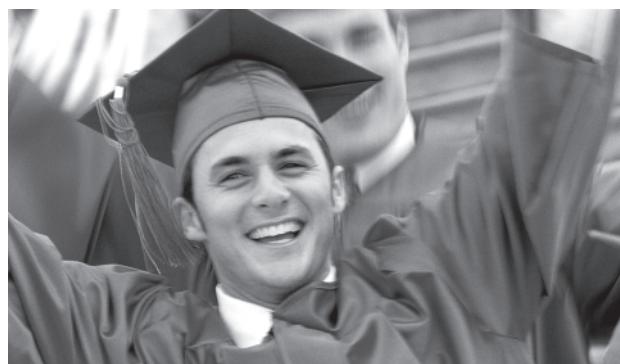
- Flexible hours
- Competitive wages
- Valuable public service experience
- Challenging assignments
- Paid holidays, vacation, and sick leave (upon qualifying time worked)

The Compensation

As a Student Assistant at EDD, you can earn your college degree attending classes and earn an income at the same time. Your wages will be based on:

- Your academic progress or
- A combination of hours worked **and** academic progress.

Currently, the average wage is approximately \$8 to \$10 an hour.



Getting the Job



You can apply for the Student Assistant Program if you are currently enrolled and/or registered in an accredited college or university carrying a minimum of six semester units or eight quarter units. All majors are accepted.

To apply for a Student Assistant position with EDD, download a State Application form (STD. 678) from the SPB Web site at www.spb.ca.gov.

Send your STD. 678 application to:

**Equal Employment Opportunity Office
Employment Development Department**
800 Capitol Mall, MIC 49
Sacramento, CA 95814
916-654-8434

The EDD will place your name in an applicant pool for at least six months. When positions become available, qualified applicants will be referred to the hiring entities in EDD.

Note: Positions are filled based on workload demands and hiring needs.

The Program

The EDD's Student Assistant Program was created especially for college students interested in public service. The program offers flexible hours, benefits, and the opportunity to work in a government setting.

After Graduation



If you are interested in exploring a career with EDD after you graduate, you will need to follow the standard civil service requirements. For more information on State employment and examination opportunities, contact:

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
916-653-1705, ext. 5
www.spb.ca.gov

The Organization

As one of the largest State Departments, EDD provides many important services to millions of Californians each year including:

- Assisting employers to meet their labor needs and job seekers to obtain employment.
- Helping unemployed and disabled workers by administering the State's Unemployment and Disability Insurance programs.
- Supporting State activities and benefit programs by collecting and administering employment-related taxes.

The Connection

To find out about employment opportunities:

- Visit your local EDD office (for locations, refer to the white pages of the telephone book under "State Government")
- Visit the EDD Web site at www.edd.ca.gov
- Visit the State Personnel Board Web site at www.spb.ca.gov



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

EDD is an equal opportunity employer/program. Special requests for alternative formats may be made by calling 916-654-8434.